NATIONAL ADMINISTRATIVE REGISTER · MAY 26, 1996

GUIDELINES IN THE USE OF THE NEW EXPORT DECLARATION (ED) FORM

KKI DEPARTMENT ADMINISTRATIVE ORDER NO. 3, S. 1996, May 26, 1996

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I

Rationale

The Export Development Council (EDC), mandated by Republic Act No. 7844 to periodically review and assess the country's export performance, problems and prospects, and to review and simplify export procedures and forms, prescribed a new ED form[*] as per EDC Resolution No. 2 dated 01 February 1996;

The Monetary Board through Resolution No. 398 dated 17 April 1996 approved the transfer of the authority to issue the Export Declaration Form from the Bangko Sentral ng Pilipinas to the Department of Trade and Industry:

The Bangko Sentral ng Pilipinas (BSP) issued Circular No. 107 dated 30 April 1996 withdrawing the delegated authority to commercial banks and Offshore Banking Units to issue and register EDs.

Pursuant to the abovementioned premises the following are hereby promulgated for the compliance, guidance and information of all concerned:

II

Scope

This Department Administrative Order shall provide the policies, rules and guidelines to be observed in the processing, approval and use of the ED, the basic document required every export shipment, whereby the exporter or his duly authorized representative declares and certifies the full particulars of a shipment.

III

Guidelines in the Use of the Ed

3.1 The new ED form prescribed by the EDC, attached as Annex 1[*], shall serve as standard form to be used in the export of goods (with or without foreign exchange proceeds).

3.1.1 Existing ED form (CBP 6-21-02 revised 1991) for exports with foreign exchange proceeds and (CBP 6-21-04 for exports without foreign exchange proceeds) can still be used at the option of the exporter within the period of ninety (90) days from the date of issuance of BSP Circular No. 107, but without the need for the commercial banks or Offshore Banking Units (OBU) concerned to register the same.

3.1.2 Only the new ED form shall be allowed to be used by the exporters, starting 30 July 1996 or ninety (90) days from the date of issuance of BSP Circular No. 107.

3.2 In pursuance of its mandate to issue the new ED form, the DTI authorizes that the new ED form can be

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reproduced by any person or entity provided that the document complies with the prescribed form and size (A4) as attached.

3.2.1 In the reproduction of the new ED, the box numbers, titles as well as their sizes and locations shall not be altered.

3.2.2 Sample forms for reproduction purposes are readily available at the following offices:

Bureau of Export Trade Promotion, DTI
All DTI Regional and Provincial Offices
Bureau of Customs (BOC)
All One Stop Export Documentation Centers (OSEDCs)
Export Development Council Secretariat
Bangko Sentral ng Pilipinas (BSP)
Philippine Exporters Confederation, Inc. (PHILEXPORT)

3.3 The exporter shall refer to the reverse side of the form for the instructions on how to fill-up the form.

3.4 The exporter shall accomplish the ED form in four (4) clear copies, to be segregated as follows: BOC copy (original), Exporter's copy, National Statistics Office (NSO) copy, and DTI copy.

3.5 The exporter shall file all copies of the accomplished ED directly to the BOC or OSEDC for processing and approval through the issuance of the authority to load. The Bureau of Customs shall assign the ED number to the form.

3.6 The exporter shall provide the Commercial banks or Offshore Banking Units for record purposes a copy of the duly accomplished ED form, if the export negotiation or payment of the pertinent export shipment is coursed through them.

IV

Record Maintenance

4.1 Pending computerization of the ED processing and approval, the DTI copy for records and statistical purposes, shall be maintained by:

4.1.1 The DTI — National Capital Region (NCR) for EDs processed at the One-Stop Export Documentation Center (Manila), Ninoy Aquino International Airport (NAIA), Manila International Container Port (MICP), and Port of Manila.

4.1.2 The DTI Provincial Offices concerned for EDs processed in the provinces.

The aforementioned DTI Units shall get their copies from the Bureau of Customs Processing Units in their respective areas and must be guided by Republic Act No. 6713 and its Implementing Guidelines when disseminating information to the public.

4.2 The National Statistics Office (NSO) shall continue to generate export statistics from the ED consistent with Commonwealth Act No. 591 and Malacañang Memorandum Circular No. 63 dated 13 August 1993. The NSO shall get its copies from the BOC in Metro Manila as well as through its provincial/regional offices nationwide.

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V

Effectivity

This Order shall take effect immediately.

Adopted: 26 May 1996

(SGD.) RIZALINO S. NAVARRO
Secretary

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[*] Text available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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